

St Charles' Catholic Voluntary Academy

Job Description

Administrative Assistant

Reporting to:	Headteacher / Office Manager
Liaising with:	Parents, students, visitors, colleagues, external suppliers and members of the public/local community
Grade/Salary:	Band 2
Hours of work:	20 Hours per week, Term time only

Core Purpose

To support the Headteacher in the administration of the school

- To provide routine general, administrative, welfare and financial support to the school.
- To promote the ethos of the school in communicating with children, staff, parents, governors and visitors.
- To provide a positive image of the school in accordance with the mission statement.
- To provide an excellent reception service for the school including operating the telephone system, welcoming and directing visitors and acting as a central information point.

Organisation

- Undertake all reception duties, answering routine telephone and face to face enquiries and signing visitors in and out.
- Assist with pupil first aid/welfare duties, liaise with parents, staff etc.
- To process ordering and receiving of resources for the school.
- To assist with booking and arranging educational visits and trips.

Administration

- Provide routine clerical support e.g. photocopying, filing, scanning, emails and completion of routine paperwork.
- Maintain manual and computerised pupil records e.g. ParentMail, Integris
- Undertake routine administration e.g. registers, school meals.
- Support the needs of the teaching staff as and when required under the direction of the Headteacher.
- Assist the Office Manager with the administration and distribution of reports to parents.
- Distribute letters/notes/flyers/newsletters/texts to parents.
- Ensure that parents and carers are aware of procedures for claiming free school/paid meals, ensure safe collection, correct handling and recording of dinner monies.
- Be accountable for the accurate completion of parent contact details.
- Assist with home time arrangements and dismissal of children who are not collected.
- Undertake administrative procedures relating to the school roll, admissions and withdrawals.

Resources

- Distribution and storage of supplies
- Collect and record dinner/trip money

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality, data protection reporting all concerns to the appropriate person.
- Be aware of and support the equal opportunities policy.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development.

The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

